

Report to the Governor

Activities and Progress of the Diversity Council

The Honorable Chester J. Culver

Governor of Iowa

Submitted by the Diversity Council

June 2008

TO: The Honorable Chester J. Culver

FROM: The Diversity Council:
Chair Preston Daniels, Program Director, Employee and Family Resources
Co-Chair Renee Hardman, Senior VP-Human Resources, Bankers Trust
Mollie Anderson, Director, Department of Administrative Services (DAS)
Nancy Berggren, Chief Operating Officer, DAS – Human Resources Enterprise
Shirley Hicks, Teacher, Iowa School for the Deaf, Retired
Reginald Jackson, Senior Counsel, Wells Fargo Bank, N.A.
Robin Jenkins, Recruitment Coordinator, DAS – Human Resources Enterprise
Jim Larew, General Counsel and Policy Director, Governor's Office
Miguel Moreno, Highway Technician, Department of Transportation
Alba Perez, Diversity Development Director, Greater Des Moines Partnership
Walter Reed, Jr., Director, Department of Human Rights
Ralph Rosenberg, Director, Civil Rights Commission
Jonathan Thorup, Fire Prevention Inspector, Department of Public Safety
Miriam Tyson, Entrepreneurial Liaison, Department of Economic Development
Dinh VanLo, Executive Director, Tai Village
Stephen Wooderson, Director, Iowa Vocational Rehabilitation Services

DATE: June 30, 2008

SUBJECT: Report to the Governor on the Activities and Progress of the Diversity Council

I. Introduction

Executive Order Four affirms the Culver/Judge Administration's commitment to diversity. The Order establishes a Diversity Council, consisting of individuals with expertise in diversity, and details their responsibilities in this important work. The Council's charge includes an initial written report outlining its activities and progress to the Governor's Office no later than June 30 of each year. This report will outline the activities of the Council from February 26, 2008, to date.

The Council thanks Governor Chet Culver and Lt. Governor Patty Judge for the opportunity to serve the people of Iowa. We applaud the State's effort in leading this diversity initiative within state government. Strengthening the diversity of the State's workforce will only enhance the workplace environment and the work quality for Iowa's residents and its global customers. We are honored to be a part of this life-changing initiative. We thank the Department of Administrative Services (DAS) team for its cooperative assistance in helping us to move this agenda forward.

The Council began meeting in February of 2008. The Department of Administrative Services provided the Council an overview of the existing state government process for hiring and training employees, as well as other foundational information. All members have taken their responsibilities seriously and have been actively participating in the meetings and work of the Council.

Much remains to be done in the important areas of improving training, establishing solid diversity plans, and implementing best practices throughout the Executive Branch of state government. In order to accomplish this, the Council will need the continuing cooperation and commitment that has already been shown from each department in state government. Following is an outline of the work of the Council thus far.

II. Organization of Council and Meeting Dates

- A. Governor Culver appointed Preston Daniels, former mayor of Des Moines and Program Director of Employee and Family Resources, as the Chair of the Diversity Council.
- B. Preston Daniels nominated Renee Hardman, Senior Vice-President of Human Resources at Bankers Trust, as the Co-Chair of the Diversity Council; Council Members approved her nomination.
- C. The Diversity Council formed six subcommittees to address the issues outlined in Executive Order Four.
 - 1. Best Practices – On-going process.
 - a. Renee Hardman
 - b. Alba Perez
 - c. Walter Reed
 - d. Miriam Tyson
 - e. DAS-HRE Staff Support
 - 2. State's Hiring Policies and Practices – Findings of this subcommittee must be included in the *Report to the Governor*, which is due on June 30, 2008.
 - a. Nancy Berggren
 - b. Reginald Jackson
 - c. Miguel Moreno
 - d. Walter Reed
 - e. Miriam Tyson
 - f. Dinh VanLo
 - g. DAS-HRE Staff Support
 - 3. Diversity Training for Entire State Workforce – On April 1, 2008, a preliminary report was submitted to Governor Culver, who granted a 60-day extension. The final report was submitted to Governor Culver on May 29, 2008.
 - a. Jonathan Thorup
 - b. Miriam Tyson
 - c. Dinh VanLo
 - d. Stephen Wooderson
 - e. DAS-HRE Staff Support
 - 4. Employee Referral System – To be in place by December 1, 2008.
 - a. Shirley Hicks
 - b. Robin Jenkins
 - c. Stephen Wooderson
 - d. DAS-HRE Staff Support
 - 5. Report to the Governor – Due by June 30 each year.
 - a. Walter Reed
 - b. Miriam Tyson
 - c. DAS-HRE Staff Support

6. Diversity Plans – Data due from agencies by July 31 of each year. *Diversity Plan* to be included with the *Affirmative Action Plan*, due to the Governor and Legislature by September 30 of each year.
 - a. Preston Daniels
 - b. Renee Hardman
 - c. Robin Jenkins
 - d. Alba Perez
 - e. Ralph Rosenberg
 - f. DAS-HRE Staff Support

D. The Diversity Council has met on the following dates:

1. February 26, 2008
2. March 14, 2008
3. March 28, 2008
4. April 11, 2008
5. April 25, 2008
6. May 8, 2008
7. May 22, 2008
8. June 26, 2008

- E. The Diversity Council created a website for the public to view its meeting minutes, activities, and progress: http://das.hre.iowa.gov/hre_diversity_council.html.

III. Key Charges (as Outlined in Executive Order Four) with Activities and Progress to Date

- A. *Engage with private businesses and other governmental entities to recommend and actively promote best practices for optimizing diversity throughout state government.*

The Best Practices Subcommittee surveyed private and governmental entities from financial, manufacturing, telecommunications, educational, public safety and natural resources sectors regarding their best practices. It was then determined that those entities with best practices applicable to state government would be asked to highlight their diversity initiatives to the Council focusing on hiring, training, successes, challenges, and measurements. To date, the Iowa Department of Natural Resources (DNR) presented its diversity initiatives. The Council has identified Iowa employers to speak at Council meetings about best practices, commencing in July 2008.

- B. *Review the State's policies, procedures and practices related to the hiring of a diverse workforce and recommend methods to insure these are implemented and followed throughout state government. The Council shall include information in the annual report....*

The State's Hiring Policies and Practices Subcommittee reported that the Department of Administrative Services established a series of questions for each department to answer regarding its hiring practices. Those materials were submitted to DAS in February of 2008. DAS staff has been reviewing the materials, and as a result, has several questions to ask each department. DAS is now in the process of beginning to interview each department about its hiring practices. The anticipated completion date for these interviews is mid-fall. When completed, the results of this work will be discussed with the subcommittee of the Diversity Council that will determine next steps.

- C. *Develop a plan, including suggestions and a timeline for implementation and estimated costs, for training all state employees with respect to diversity. The plan shall be submitted to the Governor no later than March 31, 2008.*

The Diversity Training Subcommittee's goal is to create consistent diversity training for all state employees. To that end, a training proposal for all state employees was submitted to the Governor in May 2008. The proposal consists of four training phases: Classroom Training, Periodic Online Training, Supplemental Departmental Efforts, and ongoing Topic-Specific Courses.

The Subcommittee recommended that the State hire three Training Specialists for six months to deliver the training. DAS-Performance and Development Solutions will be responsible for tracking results and employee attendance. The required compliance and attendance at periodic Governor-mandated training will be recorded in the State's Affirmative Action plan. The cost of the training will be borne by the Department of Administrative Services and state agencies.

On June 23, 2008, the State began offering diversity training to managers and supervisors in the Executive Branch of state government. Rizzo and Associates will be facilitating training seminars until December 5, 2008, for approximately 2,000 managers and supervisors. Diversity Council members have been invited to participate in this training as well.

- D. *Develop a state-government referral system, whereby candidates who interview with one agency and are not hired, but may be a good candidate for another agency, are referred to that agency for consideration. The system should be in place no later than December 1, 2008.*

A subcommittee has been named to work on this charge; however, it has not yet submitted a report to the Council.

- E. *Submit a written report outlining its activities and progress to the Governor's Office no later than June 30 of each year. The first report is due no later than June 30, 2008.*

This document constitutes fulfillment of this charge.

- F. *Executive Order Four also stipulates that all Executive Branch agencies will submit a Diversity Plan to the Diversity Council...annually no later than July 31, with the initial plan due on July 31, 2008. These plans shall be used by DAS to develop the State's Affirmative Action Plan and Report, as required by Iowa Code section 19B.5(2).*

The Diversity Council established a subcommittee to work with the Department of Administrative Services in developing a template for the departments to use in developing their Diversity Plans. The Diversity Plan from each department will then be used by DAS in writing the State's annual Affirmative Action Plan and Report. Chapter 19B of the Code of Iowa requires that an annual state Affirmative Action Plan be completed by September 30 of each year. This Diversity Plan will also discuss recruitment and retention.

The Subcommittee has developed the template that, after approval by the entire Diversity Council, will go out to departments. Departments have until July 31 to return their completed plan to the Diversity Council.

IV. Next Steps

- A. Conduct an ICN Public Forum – The consensus of the Council is to conduct a public presentation via ICN sites highlighting a “Preliminary Report” of the work of the Diversity Council. A series of ICN public forums is being considered in the fall.
- B. Inform Citizens of the Council's Work – The Council agreed to have DAS develop a webpage within the DAS website to post approved Diversity Council minutes. This is a way to inform citizens and state employees of the Council's work and how to contact members with questions and concerns. A link from the Governor's webpage to the Diversity Council webpage on the DAS site has been implemented. Council Meetings are posted on the State's public meeting calendar and press releases are sent out. Anyone wanting to be on a meeting notification list is to contact DAS.
- C. Build State Resources – The Council decided to create a library of information for future reference by managers and supervisors. Examples of other training tools include:
 - 1. Everyday Democracy – Study Circles, “Fueling Conversation and Action on Race.”
 - 2. Jane Elliott, creator of the “Blue Eyes/Brown Eyes” bigotry study and training video.
- D. Develop Training Opportunities for Council Members – The Council has not discussed learning opportunities that would enhance our skills and abilities to monitor and manage Executive Order Number Four, dated and signed October 26, 2007.

V. Summary

This document is the initial report of the Diversity Council. The Council looks forward to continuing its work on state diversity issues. As the Council progresses in its work, it will make recommendations to the Culver/Judge Administration on measures to strengthen diversity in the State's workforce.